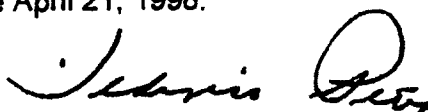


DEPARTMENT OF ENERGY
DELEGATION ORDER NO. 0204-165
TO THE CHIEF INFORMATION OFFICER

1. **DELEGATION.** Pursuant to the authority vested in me as Secretary of Energy ("Secretary"), by section 642 of the Department of Energy Organization Act (P.L. 95-91), there is hereby delegated to the Chief Information Officer (CIO) of the Department of Energy (DOE), the authorities, and assigned the duties, identified in Attachment 1.
2. **RESCISSION.** None.
3. **LIMITATION.**
 - a. In exercising the authorities delegated by this Order or as redelegated pursuant thereto, the Chief Information Officer shall be governed by the rules and regulations of the DOE and the policies and procedures prescribed by the Secretary and his or her delegates.
 - b. Nothing in this Order shall preclude the Secretary from exercising any of the authorities so delegated whenever in his or her judgement exercise of such authority is necessary or appropriate.
 - c. In exercising the authorities delegated by this Order or as redelegated pursuant thereto, the Chief Information Officer will be limited by approved budgets, staffing level allocations, and Senior Executive Service and other executive resource position allocations.
4. **AUTHORITY TO REDELEGATE.** The authority delegated to the Chief Information Officer may be exercised by the Deputy Chief Information Officer but may not be further redelegated.
5. **DURATION AND EFFECTIVE DATE.**
 - a. All actions pursuant to any authority delegated prior to this Order or pursuant to any authority delegated by this Order taken prior to and in effect on the date of this Order are hereby confirmed and ratified, and shall remain in full force and effect as if taken under this Order, unless or until rescinded, amended, or superseded.
 - b. This Order is effective April 21, 1998.



Federico Peña
Secretary of Energy

Attachment

**Delegation of Authorities and Assignment of Duties to the
Chief Information Officer**
**Pursuant to Division E of the Defense Authorization Act of 1996 (Public Law 104-106),
now named the Clinger-Cohen Act**

The Chief Information Officer (CIO) of the Department of Energy, reporting directly to the Deputy Secretary, is responsible for performing certain provisions of the Clinger-Cohen Act of 1996 on behalf of the Secretary of Energy. Pursuant to this responsibility, the CIO is delegated the authorities and assigned the duties cited below:

DELEGATED RESPONSIBILITIES.

A. Design and implement, in coordination with DOE Chief Financial Officer, a process for maximizing the value and assessing and managing the risks of DOE information technology investments. The process shall:

1. Provide for the selection of information technology investments to be made by the Department, the management of such investments, and the evaluation of the results of such investments;
2. Integrate the information technology (IT) investment process with the budget, financial, and program management decisions within the Department;
3. Establish minimum criteria to be applied in considering whether to undertake a particular IT investment, including criteria related to the risk-adjusted return on investment and criteria for comparing and prioritizing alternative information technology investment projects;
4. Provide for identifying information technology investments that would result in shared benefits or costs for other Federal agencies or State or local governments; and
5. Provide the means for senior management of the Department to obtain timely information regarding the progress of an investment, including a system for measuring progress against planned major milestones, on an independently verifiable basis, in terms of cost, capability of the investment to meet specified requirements, timeliness and quality.

B. Institutionalize performance and results-based management for information technology in coordination with the Senior Secretarial Officers of the Department. In fulfilling this responsibility, the CIO shall:

1. Establish goals for improving the efficiency and effectiveness of DOE operations and, as appropriate, the delivery of services to the public through the effective use of information technology;
2. Prepare an annual report, to be included in the DOE budget submission to Congress, on the progress in achieving the goals;
3. Issue DOE guidance in the form of directives (policy, orders, manuals, and guidelines) that

- (a). Provides guidelines for performance measurements for information

technology used by or to be acquired for the Department that measure how effectively information technology supports programs of the Department;

(b). Where comparable processes exist in the public or private sectors, benchmarks DOE process performance against such processes to improve cost, speed, productivity, and quality of outputs and outcomes;

(c) Analyzes DOE missions and recommend revised DOE mission-related and administrative processes (business process reengineering) before making significant investments in information technology, and

(d). Ensures that the information security policies, procedures, and practices of the DOE are adequate.

C. Oversee contracts that provide for multi-agency acquisitions of information technology and guidance issued by the Director of the Office of Management and Budget.

D. Identify in the strategic information resources management plan, any major information technology acquisition program, or any phase or increment of such a program, that has significantly deviated from the cost, performance, or scheduled goals established for the program.

ASSIGNED RESPONSIBILITIES.

A. Provide advice and other assistance to the Secretary of Energy and other senior management personnel of the Department to ensure that information technology is acquired and information resources are managed for the Department in a manner that implements the policies and procedures of the Clinger-Cohen Act, consistent with Chapter 35 of Title 44, United States Code; OMB Circular A-130; and the priorities established by the Secretary of Energy To fulfill these responsibilities, the CIO shall:

1. Have primary responsibility for managing agency information to include planning, budgeting, engineering, protecting, transmitting, operating, and archiving the information resources of the Department;
2. Ensure that the information policies, principles, standards, guidelines, rules, and regulations prescribed by OMB are implemented appropriately within the agency,
3. Provide Departmental leadership in coordinating and facilitating all "Year 2000" activities
4. Develop internal agency information policies and procedures and oversee, evaluate, and otherwise periodically review agency information resources management activities for conformity with the those policies; and
5. Develop agency policies and procedures that provide for timely acquisition of required information technology.

B. Develop, maintain, and facilitate the implementation of a sound and integrated information technology architecture for the DOE.

C. Promote the effective and efficient design and operation of all major information resource

management processes for the Department, including improvements to work processes. The CIO will report to the Secretary on these improvements.

D. Monitor the performance of IT programs of the Department, evaluate the performance of those programs on the basis of applicable performance measurements, and advise the Executive Committee for Information Management whether to continue, modify, or terminate a project. For major programmatic IT investments the CIO will coordinate this action with the appropriate Secretarial Officer.

E. Establish and implement training initiatives to ensure requirements of the Clinger-Cohen Act are met.

F. Establish policies and procedures, in consultation with the Secretary of Energy and the Chief Financial Officer, to:

1. Ensure that accounting, financial, and asset management systems and other information systems of the Department of Energy are designed, developed, maintained, and used effectively to provide financial or program performance data for financial statements of the Department; and
2. Ensure that financial and related performance data are provided on a reliable, consistent, and timely basis to DOE financial management systems.

G. Serve as the Vice-chair and Executive Secretary of the DOE Executive Committee for Information Management.